

Minutes 14 August 2009

Meeting to be held at 8.30am in the Council Chambers
Hibberd Drive
Weipa

WTA General Meeting – 14 August 2009

OPENING OF MEETING

Meeting commenced at 8.30am

ATTENDANCE

Carrie Gay (WTA Chair)

Peter Miller (WTA Deputy Chair)

Peter Graham (WTA Elected Member)

Shane Bousen (WTA Elected Member)

Karen Gill (RTA Representative)

John Graham (RTA Representative) *[arrived 8.50am]*

Ian Pressley (WTA CEO)

Joan Stratton (WTA Director of Planning and Infrastructure)

Joanne Jacobson (WTA Director of Corporate and Finance - Minutes) *[departed 10am]*

Andrea Cardenzana (Finance Officer – Minutes) *[arrived 10am]*

ABSENT

No Traditional Owner Representative (waiting on new appointment)

GUESTS (by Invitation)

11am - RTA Weipa General Manager – Jo-Anne Scarini – post Summit discussion with WTA Members

CONFIRMATION OF PREVIOUS MINUTES

Recommendation: That the WTA adopt the minutes of the General Meeting held 16 July 2009 as a true and accurate record.

Resolution: That the WTA adopt the minutes of the General Meeting held 16 July 2009 as a true and accurate record.

Moved P Graham Seconded S Bousen Carried

1. CHAIRMAN'S BUSINESS (WTA Chair: Carrie Gay)

1.1. BUSINESS ARISING

Nil

1.2. BUSINESS ITEMS

1.2.1. Item: Chair's Report

See Attached report

1.2.2. Item: Weipa Governance Summit

This item was delayed until the arrival of the RTA General Manager - see below.

WTA General Meeting – 14 August 2009

1.2.3. Item: CEO's Report

Recommendation: That the WTA accept the report as presented

The CEO reported on the meeting with the Queensland Grants Commission. It was an opportunity to understand what they do. They provided an estimate of funding that could be received: \$1.7 - \$2 million

P.33 CEO Achievements – Other Activities: It was noted that the date should have been 2012 not 2010 for 'normalization'.

There was some discussion regarding the Water Audit. It was noted that the WTA has already implemented all the recommendations in the report.

The Aquatic Centre Audit went reasonably well. There are some things to be done.

The Roads Capital works are to yet to be approved by RTA.

P.34 Adjustment: Building and Planning Officer is no longer on hold (p.34). The position has been advised again. There are 8 applicants. Short listing to be done.

P.37 1 Million \$1 ideas: This figure is savings achieved in the WTA rates budget by careful management of the budget and salaries that were not spent.

Napranum debt: The Napranum CEO has not reported back to the WTA. I Pressley to chase it up.

It was noted that complaints are not getting worse.

J Graham entered the meeting at 8.50am

Resolution: That the WTA accept the report as presented

Moved C.Gay Seconded P.Graham Carried

1.3. MEMBERS ITEMS

NIL

1.4. GENERAL BUSINESS

NIL

2. ADMINISTRATION AND FINANCE (Committee Chair: John Graham)

2.1. BUSINESS ARISING

NIL

2.2. BUSINESS ITEMS

2.2.1. Item: Chair's Report

Chair to Report

WTA General Meeting – 14 August 2009

2.2.2. Item: Legal Issues – Local Law No.6 & 7

It was noted that there is a court hearing is on Monday.

2.2.3. Item: WTA Rates Budget Financial Reports

Recommendation: That the WTA Members receive the reports as presented.

The reports were examined and discussed.

Resolution: That the WTA Members receive the reports as presented.

Moved: C Gay Seconded: P Graham Carried

2.2.4. Item: 2009/10 Revenue Statement

Recommendation: That the WTA Members adopt Policy WTA-P-F02 2009-10 Revenue Statement

The report was discussed by the Committee

Resolution: That the WTA Members adopt Policy WTA-P-F02 2009-10 Revenue Statement

Moved: K Gill Seconded: K Gay Carried

2.2.5. Item: 2009/10 Fees & Charges

Recommendation: That the WTA Members adopt the 2009/10 Fees & Charges Schedule

P Miller requested that the fees for the Fitness Centre (collected on behalf of RTA) be removed from the Schedule. The WTA keep a commission of 10% of these fees.

A WTA Member requested that a better method be found for the dog tags (they fall off).

Resolution: That the WTA Members adopt the 2009/10 Fees & Charges Schedule

Moved: S Bousen Seconded: P Miller Carried

2.2.6. Item: 2009/10 Budget

Recommendation: That the WTA Members adopt the 2009/10 WTA Rates Budget

Electricity meter reading will no longer be done by WTA. Income of \$25,800 (less to be removed).

The costs of the Hibberd building were discussed.

Resolution: That the WTA Members adopt the 2009/10 WTA Rates Budget

Moved: K Gill Seconded: C Gay Carried

2.2.7. Item: RTA WTA Protocol 5.1 Corporate Plan

Recommendation: That the WTA Members formally acknowledge that the requirements of the RTA WTA Protocol 5.1 have been fulfilled, and that Milestones 2, 3, and 5 have been met.

WTA General Meeting – 14 August 2009

It is noted that the requirements of the RTA WTA Protocols 5.1 have been fulfilled and procedures are in place to ensure their ongoing annual implementation. It is further noted that Milestones 2, 3, & 5 are now met.

| Agreed Steps | Milestone | Increase in Autonomy Given |
|---------------------|--|---|
| 1 | <i>Approval by RTA for closure of gaps identified in Health & Safety Systems and implemented</i> | |
| 2 | <i>Corporate Governance Improvement Program approved by RTA and implemented</i> | |
| 3 | <i>Implementation of approved corporate and operational plans</i> | |
| 4 | <i>Implementation of approved purchasing and tendering guidelines and amendment of RTA delegations policy</i> | <i>Authority to tender autonomously and approve contracts up to \$50,000</i> |
| 5 | <i>Implementation of routine financial events including transparent budgeting cycle, quarterly reviews, independent audits, and annual report production</i> | <i>Separate WTA budget code</i> |
| 6 | <i>Completion, and approval by RTA, of the Sewerage System Improvement Program [implementation]</i> | <i>WTA control, operation and maintenance of sewerage system.</i> |
| 7. | <i>All the above milestones have been reached to RTA satisfaction</i> | <i>Restructure of organisation with CEO reporting directly to the WTA (and no longer reporting to the Manager Commercial Infrastructure) (See Schedule 2)</i> |

It was noted that the Protocols continue to be implemented as per the Schedule presented to the February 2009 WTA Meeting.

The CEO acknowledged the work done by the WTA Directors in the implementation of the Protocols.

P.85 (f) RTA Contribution – This clause needs to be reviewed. There is a difference in timing in the implementation of the WTA and RTA budgets. The information about the RTA Budget is recorded in the WTA minutes – just at a different time.

Resolution: That the WTA Members formally acknowledge that the requirements of the RTA WTA Protocol 5.1 have been fulfilled and that Milestones 2, 3, and 5 have been met.

Moved K Gill Seconded P Miller Carried

2.3. MEMBERS ITEMS

NIL

WTA General Meeting – 14 August 2009

2.4. GENERAL BUSINESS

NIL

3. COMMUNITY AND SOCIAL (Committee Chair: S Bousen)

3.1. BUSINESS ARISING

Nil

3.2. BUSINESS ITEMS

3.2.1. Item: Report from the Committee Chair

- S Bousen reported that he has been working on the Summit;
- talking to Malaruch re marina sites; there have been some significant outcomes from the feasibility study; there has been some talk of the relocation of the Evans Landing boat ramp (Main Roads / Ports Corp);
- met with David Westley re putting up a fence around the football oval;
- been in touch with Qld Health re swine flu – concerned about the possibility of complications for the Cape York communities, is yet to peak;
- attended the hearing at the Court House re the dog issue;
- approached by a movie director from Hollywood re doing a movie like Crocodile Dundee

3.2.2. Item: Local Laws – Animal Control

It was noted that the WTA Local Laws officer is transferring within RTA with a start date in his new role of the 7th September 2009.

3.3. MEMBERS ITEMS

NIL

3.4. GENERAL BUSINESS

Film Night – there has been no further progress at this stage. (See also WTA Chair Report)

Meeting adjourned for morning tea at 9.45am

Joanne Jacobson left and Andrea Cardenzana entered the meeting at 10am.

Meeting reconvened at 10.05am

WTA General Meeting – 14 August 2009

4. ENGINEERING AND WORKS (Committee Chair: Peter Miller)

4.1. BUSINESS ARISING

4.1.1. Item: Planning & Infrastructure Additional Role – Civil Project Engineer

It was noted that the application for a Civil Project Engineer has been rejected by RTA.

4.1.2. Item: RTA Electrical Meter Readings

It was noted that the WTA staff will no longer read power meters in Weipa.

4.2. BUSINESS ITEMS

4.2.1. Item: Report from the Committee Chair

No Report

4.3. MEMBERS ITEMS

NIL

4.4. GENERAL BUSINESS

NIL

Jo-Anne Scarini arrived at 10.55am

Item: Weipa Governance Summit (from 1.2.2 above)

Recommendation: That the WTA adopt the minutes of the Governance Summit held 28 July 2009 as a true and accurate record.

Resolution: That the WTA adopt the minutes of the Governance Summit held 28 July 2009 as a true and accurate record.

Moved: S Bousen. Seconded: P Graham. Carried.

WTA Chair - Two options left on the table after the meeting – Stand alone and Amalgamation with Cook. We need to look at our options as to what the best option is for the community.

RTA Weipa General Manager - Additional resources may be required as this as a project and may not be such a good idea to take people out of their current roles as this may potentially undo the current goal (The town still needs to be run and we don't want the focus shifted off the community). RTA intends to supply a full time project manager to be on the steering committee. Even with RTA providing a full time person to manage the project there would still be an enormous amount of work directed to the WTA. The project manager would report to the steering committee but would be paid by RTA. RTA would be required to do the leg work and legal requirements to change agreements already in place for the town. Identify the tasks and then dish that out to people to spend time on as part of their normal work. At some point may need higher business analysis experience and may require additional resources.

WTA members require the outcome of RTA investigations for the two models (stand alone as well as Amalgamation with Cook) so they can make informed decisions as to the best outcome for the community. She sees two parts to the investigation process Part one – a complete analysis, and part two to look at the model to go with.

WTA General Meeting – 14 August 2009

WTA members to go back to the Parliament members who attended the summit and had items to research or work on and check on their progress. Government made it clear at the summit that they would not drive the governance change; WTA will need to be the ‘movers and shakers’.

- **Action:** This to be a standard agenda item on the WTA meetings/workshops agendas.

Jo-Anne Scarini left the meeting at 11.45am.

5. PLANNING AND DEVELOPMENT (Committee Chair: Peter Graham)

5.1. BUSINESS ARISING

NIL

5.2. BUSINESS ITEMS

5.2.1. Item: Report from the Committee Chair

No report

5.2.2. Item: Trunk Infrastructure Charges Policy WTA-P-TP04

Recommendation: That the Weipa Town Authority Members accept the report and approve the Trunk Infrastructure Charges Policy and the Infrastructure Charges Factor (ICF) set out below.

| Infrastructure Charges Summary | | | |
|--|--|--|--------------------------------------|
| Asset Class | Total Surplus Capacity Valuation (SCV) | Total Future Infrastructure Cost (FIC) | Infrastructure Charging Factor (ICF) |
| Water | \$ 237,910 | \$ 1,968,600 | \$ 1,352 |
| Sewerage | \$ 3,795,750 | \$ - | \$ 2,326 |
| Roads | \$ - | \$ 1,616,176 | \$ 990 |
| Stormwater and Flood | \$ - | \$ - | \$ - |
| Forecast Equivalent Tenements (FET) | | | 1,632 |
| AGGREGATE INFRASTRUCTURE CHARGE (ICF) | | | \$ 4,668 |

Table 1 Infrastructure Charges Summary
Charges will be indexed annually.

Resolution: That the Weipa Town Authority Members accept the report and approve the Trunk Infrastructure Charges Policy and the Infrastructure Charges Factor (ICF) set out below.

| Infrastructure Charges Summary | | | |
|--|--|--|--------------------------------------|
| Asset Class | Total Surplus Capacity Valuation (SCV) | Total Future Infrastructure Cost (FIC) | Infrastructure Charging Factor (ICF) |
| Water | \$ 237,910 | \$ 1,968,600 | \$ 1,352 |
| Sewerage | \$ 3,795,750 | \$ - | \$ 2,326 |
| Roads | \$ - | \$ 1,616,176 | \$ 990 |
| Stormwater and Flood | \$ - | \$ - | \$ - |
| Forecast Equivalent Tenements (FET) | | | 1,632 |
| AGGREGATE INFRASTRUCTURE CHARGE (ICF) | | | \$ 4,668 |

Table 1 Infrastructure Charges Summary
Charges will be indexed annually.
Moved: C Gay. Seconded: S Bousen. Carried.

WTA General Meeting – 14 August 2009

- 5.2.3. **Item: Development Application for Reconfiguration of a Lot**
Lot 4561 on MP 37180, Kerr Point Drive, Evans Landing, Application – P09-013

Recommendation: That the application by T & P Snodgrass for a Development Permit for reconfiguring a lot to create two lots on land situated at Kerr Point and Iraci Crescent, Evans Landing and described as Lot 4561 be approved subject to the conditions set out in the attached schedule. The applicant is required to complete a Material Change of Use for the development proposal of both lots once they have been formally reconfigured.

Resolution: That the application by T & P Snodgrass for a Development Permit for reconfiguring a lot to create two lots on land situated at Kerr Point and Iraci Crescent, Evans Landing and described as Lot 4561 be approved subject to the conditions set out in the attached schedule. The applicant is required to complete a Material Change of Use for the development proposal of both lots once they have been formally reconfigured.
Moved: J Graham. Seconded: S Bousen. Carried.

5.3. MEMBERS ITEMS

NIL

5.4. GENERAL BUSINESS

NIL

6. MEETING SCHEDULE

| | | | |
|--------|------|--------------|------------------|
| 3.00pm | Thur | 3 September | Council Chambers |
| 8.30am | Fri | 18 September | Council Chambers |
| 3.00pm | Thur | 1 October | Council Chambers |
| 8.30am | Fri | 16 October | Council Chambers |
| 3.00pm | Thur | 5 November | Council Chambers |
| 8.30am | Fri | 20 November | Council Chambers |
| 3.00pm | Thur | 3 December | Council Chambers |
| 8.30am | Fri | 18 December | Council Chambers |

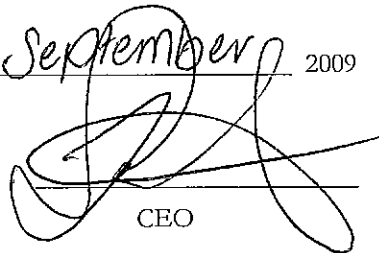
7. CLOSURE OF MEETING

The meeting closed at 1.30pm.

Confirmed this 18th day of September 2009



Chairperson



CEO